

~~S-E-C-R-E-T~~

OFFICE OF TRAINING

NOTICE NO. 22-57

9 August 1957

SUBJECT: Policy and Procedural Changes in the OTR
Career Service Board

1. Commencing with the 20 August 1957 meeting, the full OTR Career Service Board will no longer convene to consider Career Preference Outlines. Rather, the Board membership for this purpose will consist of the DTR, DDTR, an A&E Staff representative, the School or Staff Chief concerned and the Board Secretariat. There will be no change in the meeting date.
2. The School and Staff Chiefs will submit to the OTR Personnel Section six (6) copies of the Career Preference Outline instead of eleven (11) copies.
3. When a change in occupational status (e.g. from clerical to semi-professional or professional) is contemplated by an employee, the School or Staff Chief concerned will ensure that the individual receives the PMIS or other testing as appropriate prior to the Career Service Board meeting to which the outline will be submitted. The A&E Staff representative will be prepared to interpret test results for the Board as necessary.

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MATTHEW BAIRD
Director of Training

Distribution:
School, Staff, and Branch Chiefs, OTR

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